



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

May 24, 2006

**TO:** All WorkFirst Staff

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**SUBJECT: RELEASE OF MANUAL AND HANDBOOK REVISIONS DUE TO  
WORKFIRST POLICY CHANGES**

Effective June 1, 2006, the WorkFirst Handbook will reflect changes as a result of the WorkFirst Re-examination policy changes. The WorkFirst Handbook language has been updated to reflect the following policy changes:

- New comprehensive evaluation.
- Education and training options expansion.
- Elimination of Child SafetyNet Payments.
- Optional 60-month time limit Case Staffing.
- The elimination of some of the Hardship Extension requirements after 60 months on WorkFirst.
- First round of WorkFirst sanction changes (like no protective payee).

Below is the list of updated WorkFirst Handbook sections:

- 1.1 Overview
- 1.2 Required Participation
- 1.4 WorkFirst Engagement
- 1.5 Application Screening
- 2.1 Support Services-Overview
- 2.2 Support Services
- 2.3 Working Child Care Connections
- 3.1 Tools-Overview
- 3.2 Comprehensive Evaluation and Comprehensive Evaluation Foundation
- 3.3 Individual Responsibility Plan
- 3.4 Intensive Services
- 3.5 Case Staffings
- 3.6 Sanctions
- 3.7 Time Limits Case Staffing
- 3.8 Child SafetyNet Payments (Repealed June 1, 2006)
- 4.1 Employment Services
- 4.2 Job Preparation
- 5.1 Pregnancy to Employment
- 6.1 Resolving Issues-Overview
- 6.2 Assessment
- 6.3 Participation While Resolving Issues
- 6.4 Children with Special Needs
- 6.6 Disabilities
- 6.8 Exemptions
- 7.1 Education & Training-Overview
- 7.2 Combining Work and Training
- 7.3 Stand Alone, Full Time Training Options
- 8.3 Community Jobs

Related changes to other manuals or handbooks:

Social Services Manual

- *Protective Payees*

EA-Z Manual:

- TANF/SFA Time Limits:
  - A. Time Limits*
  - B. Time Limits Extensions*
- Payees on Benefit Issuances - *C. Protective Payees*
- WorkFirst Sanctions – *B. Child SafetyNet Payments* – repealed

Protective Payee Handbook

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